

Community Mobilization



Orientation
for CM Policy Board Members

Introductions

- ⌚ Name, Organization, Position
- ⌚ How long have you been on the Board?
- ⌚ What other experience do you have in the field of Substance Abuse and Violence Prevention?



Purpose of Orientation

- ∞ Help CM Board members become more familiar with the philosophy and expectations of Community Mobilization.
- ∞ Help Board members understand the scope of their authority & responsibility
- ∞ Explain some of the policies and procedures of the CM Program
- ∞ Provide an opportunity to discuss and ask questions about CM and the Board's role

Orientation Materials

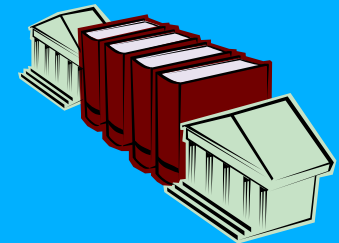
Ω CM Policies and Procedures Manual

- Sections I – XI
- Appendices A-L

Ω CM Board Member's Packet

- Handbook pages including:

- | | |
|---|---------------------------|
| ▪ CM Fact Sheet | ▪ VRDE Sheet |
| ▪ Federal Funding Update | ▪ Tip of CAPT |
| ▪ CM Map | ▪ Program Summary** |
| ▪ WestCAPT Research | ▪ WestCAPT Best Practices |
| ▪ CTED's Monitoring Tool | ▪ Additional Resources |
| ▪ Training Evaluation | |
| ▪ Acronyms list | |
| ▪ Developing Healthy Communities Brochure | |



Overview of CM

- ❧ Community Mobilization Vision
- ❧ Community Mobilization Mission
- ❧ Community Mobilization Purpose
- ❧ Program Overview



CM Vision

Community Mobilization is:

Community members participating in creating and sustaining healthy, safe and economically viable communities, free from substance abuse and violence, and all related social ills.

CM Mission

**The mission of Community Mobilization
Against Substance Abuse and Violence is to
effectively address the problems of substance
abuse and violence by promoting:**

**Collaboration, Cooperation, Communication,
Commitment, and Cultural Competency.**

CM Purpose

- ∞ To provide incentive and support for communities to develop targeted and coordinated strategies to reduce the impact and incidence of the abuse of alcohol and other drugs and violence.
- ∞ Mandates:
 1. Reduce substance abuse and violence
 2. Accomplish this through community organizing

Program Overview

- ❧ CM is authorized under the Omnibus Controlled Substances and Alcohol Abuse Act of 1989.
- ❧ In 1994, Washington voters reaffirmed their support for CM as a continuing priority through passage of the Omnibus Youth Violence Prevention Act for the purpose of funding local efforts.
- ❧ The U.S. Department of Education, through the Safe and Drug-Free Schools and Communities Act, Governor's Portion, provides funding to reduce the incidence of substance abuse and violence.

Legislative Mandates

∞ State and Federal Regulations

- **Washington State – RCW 43.270 (See App. A)**
 - **Violence Reduction and Drug Enforcement Account (VRDE) – See VRDE handbook page (buff color)**
- **Federal Law – ESEA Title IV (See App. B)**
 - **Principles of Effectiveness – Sec. 4115 (a) p. B-9**
 - **Governor's Portion of SDFSC Grant**
 - **Sec. 4112 (a) p. B-2**
 - **Education Dept. General Accounting Requirements**

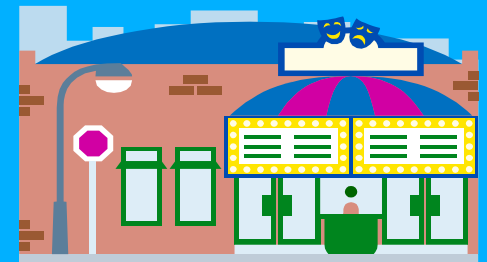
Program Overview (cont'd)

∞ CM uses the Communities That Care Model

- See CM P & P - Appendix K

∞ Four Domains for Risk & Protective Factors:

- Community, School, Family, Peer/Individual
- Risk/Protective Factors are prioritized based on the County's Needs
 - See Developing Healthy Communities Brochure (white)



Introduction to CM Policies and Procedures

- ⌚ The CM P&P manual is a useful tool for CM program oversight, management, and implementation
- ⌚ Every CM contractor and CM Board Chair should have one
- ⌚ CTED sends updates periodically via e-mail
- ⌚ Keep your manual up-to-date
- ⌚ Incorporated by reference into CM contract

Application for Funding

∩ Process, Basis, and Eligibility

- RFQ and Application (See App. D – RFQ, and E - App)

∩ Contractual Agents

- Local Govt., School District or ESDIHE, or Non-profit 501(c)(3)

∩ Risk and Protective Factors

- See Developing Healthy Communities Brochure (white)
- See Appendix K, Communities That Care®
- See Tip of the CAPT (blue)
- See <http://casat.unr.edu/westcapt/>

∩ Minimum 16 hrs./wk. of community organizing

Competitive Process and RFQ

- ∞ Federal funding requires a competitive process. (See Appendix D - RFQ)
- ∞ Counties or agencies interested in providing CM services may apply through a RFQ process:
 - Show fiscal capacity as well as capacity to provide county-wide services.
 - Show knowledge and capacity to provide CM organizational activities and support.
 - Have knowledge and capacity to use risk and protective factor approach.

Contracts and Amendments

Policy

- See Appendix G - Contracts
- See Appendix F - Amendments



Subcontracts

Procurement and Property Management

Non-supplanting

Suspension and Cost Recovery

Contracts and Amendments (cont'd)

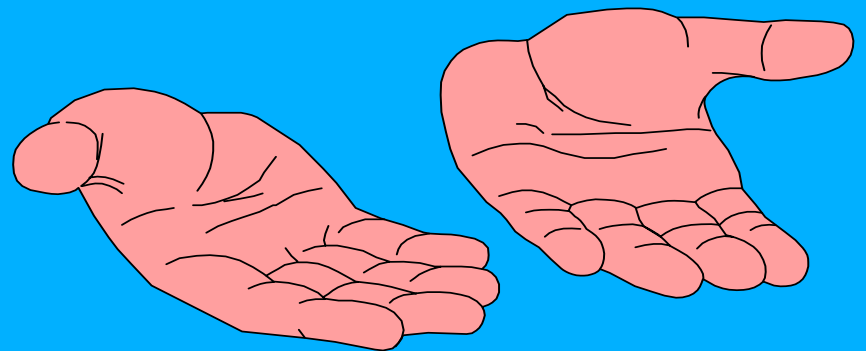
⌚ Allowable Costs

- **Administrative costs up to 10%** of total award.
- Only **STATE** funds used for admin. costs. Supervision of staff and fiscal reporting are considered administrative costs.
- **Operating costs** directly associated with coordination and implementation of activities to provide prevention, treatment (state funds only), and law enforcement activities.

Contracts and Amendments (cont'd)

∞ Match Requirements:

- Required to identify cash or donations match of a **minimum of 25%**
- May be: salaries, benefits, contracted services, goods & services, travel, training, equipment, and volunteer time.



Policy Board

⌚ Policy Board (NOT advisory only)

⌚ Membership

- Represent community as whole
- Minimum: Representation from education, law enforcement, treatment, local/tribal government, and parents (RCW 43.270.010)
- Other: Prevention partners, youth, tribes, local ethnic groups, faith community, business, juvenile justice, health dept., community members at large, age, gender, geographic distribution

Policy Board (cont'd)

∩ By-Laws (CM P&P, Sect. VII-1)

- How members are selected
- How officers are selected, duties
- Meeting schedule
- Define quorum
- How decisions are made
- How minutes kept, distributed, reviewed
- Who has authority to sign legal documents
- How by-laws may be amended



Policy Board (cont'd)

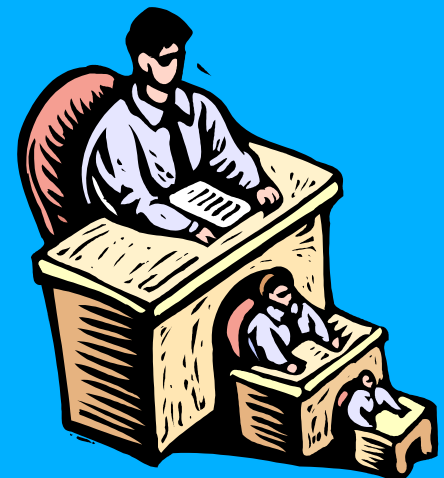
∞ Planning (CM P&P, Sect. VII-1)

- Involved in all decisions re: planning, implementation, and review of CM Program
- Vision/Mission Statements, Goals, Objectives
- Collaborative Needs Assessment (See App. C)
- Select strategies/programs to address goals
- Select outcome measures

Policy Board (cont'd)

∞ Oversight (CM P&P, Sect. VII-2)

- Choose contractual agent
- Memorandum of Understanding (App. H)
- Program Implementation
 - Financial status
 - Program reports
 - Program Coordinator activities
 - Outcome measures and results



Policy Board (cont'd)

∞ Community Involvement (CM P&P, Sect. VII-2)

- Educate policy makers
- Represent local CM Program to media
- Liaison between Board & community partners
- Fund-raising, fund sustainability
- Written Outreach Plan



Policy Board (cont'd)

∞ Review of Decision-making capacity

- Determine Risk/Protective Factors and population to be targeted
- Develop goals, measurable outcomes and strategies
- Select projects and activities
- Review progress of projects
- Review financial reports



Role of CM Coordinator

- ∩ Take direction from the CM Board
- ∩ Carry out decisions of the CM Board
- ∩ Provide technical assistance to the Board
- ∩ Act as resource and referral source
- ∩ Provide other support, as needed, for the success of the CM program

Program Requirements

Timeline:

- April: Application due
- May: Contract/amendment signed
- July 10: Final Closeout Report
- July 31: Program Summary Report **See Sample handout**
- Aug. 31 & Jan. 31: Program Activity Reports (PAR) **(App. I)**
- October: CM Annual Meeting (Coordinator)
- Quarterly: Regional Meetings (Coordinator)
- 1 time per year: CM-related trainings (Coordinator)
- Outcome measures **(Appendix J)**:
 - Feb. 28: CM Scorecard
 - June 15: Surveys
 - July 1: Focus Groups

Outcome Measures

- ∞ Data collected statewide – See App. J
- ∞ CM Scorecard required
- ∞ Evaluate at least one project or activity, using appropriate statewide measurement tool. Contractor may choose project(s).
- ∞ CM Evaluator provides assistance in selecting, using, and analyzing results of statewide measurement activity.

Outcome Measures (cont'd)

- ∩ Community Program Evaluation:
 - Community Mobilization Scorecard
 - Community Domain Survey
 - Focus Group
- ∩ Family Program Evaluation:
 - Family Tension Measure Survey
 - Focus Group
- ∩ Peer Individual Program Evaluation:
 - Individual Domain Survey
 - Focus Group
- ∩ School Program Evaluation:
 - School Domain Survey
 - Focus Group

Program Requirements (cont'd)

∞ Meetings for CM Coordinators

- CM Advisory Committee (5/year) (not required)
 - See sample CMAC Minutes (yellow color)
- CMAC Subcommittee and Task Forces (various)
- CM Regional Meetings (5/year)
 - See sample meeting schedule (goldenrod color)
- CM Annual Meeting
 - See sample Annual Meeting Minutes (white w/pictures)
- CM-related training (1/year)

Special Projects

∞ Methamphetamine Initiative

- Meth Action Teams
- PAR is required for each MAT
- Quarterly Conveners' Meeting



Importance and Use of Boards in CM Programs



- ∞ Comments by Community Mobilization Coordinator
- ∞ Discussion, Questions, Answers and Problem-Solving

Community Mobilization

∞ Questions, Answers, and Discussion

∞ When to ask for help:

Anytime!

∞ Who to ask:

- Your Local CM Program Coordinator
- Your State CM Program Coordinator
- Your State CM Evaluation Specialist



Community Mobilization



Welcome to the Team!

We hope your future is full of success!

- Please complete an evaluation (salmon color)